

Request for Exam Retake

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the opportunity to retake the [Name of Exam] that was held on [Date of Exam]. Unfortunately, due to [brief explanation of reason, e.g., illness, personal circumstances], I was unable to perform to the best of my ability.

I believe that given another chance, I can adequately demonstrate my understanding of the material covered. I am committed to my studies and deeply value the opportunity to succeed in this course.

Thank you for considering my request. I am hopeful for a favorable response. Please let me know if you require any further information or documentation regarding my circumstances.

Sincerely,

[Your Name]

[Your Student ID]